

VIEW JOB SEARCH FORM

IMPORTANT! YOU HAVE BEEN ASSIGNED TO JOB SEARCH. USE THIS FORM TO RECORD THE CONTACTS YOU ARE REQUIRED TO MAKE WITH EMPLOYERS WHILE YOU ARE LOOKING FOR A JOB AND THE NUMBER OF HOURS FOR EACH CONTACT. IF YOU DO NOT COMPLETE AND SIGN THIS FORM, AND RETURN IT TO YOUR EMPLOYMENT SERVICES WORKER, YOUR TANF OR TANF-UP MAY BE TERMINATED!

REMEMBER YOU MUST:

- Spend at least _____ hours per week for the period _____ to _____ looking for a job. You can count the hours that you spend in face-to-face interviews, or hours completing and turning in job applications or resumes, **or travel time between interviews (but not to the first interview or from the last interview)**, toward the weekly total.
- Accept suitable job offers.
- Notify your employment services worker as soon as you get a job.

Complete this form and:

☐ Return this form with your signature by _____ to your employment services worker listed below.

☐ Keep the interview scheduled with your employment services worker and bring your completed form for:

_____ at _____ at _____
Date Time Address

EMPLOYMENT SERVICES WORKER: _____ PHONE: _____

EMPLOYER CONTACT LIST:

These contacts may be verified by your employment services worker. You do not need to get the signatures of the employers you contact. To count as a contact, you must have a face-to-face interview or leave an application and/or a resume.

YOUR CONTACTS	DID YOU: (Check any that apply)
Company: <u>VIRGINIA EMPLOYMENT COMMISSION</u> Address: _____ Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Register: Result of Contact: _____ _____
Company: _____ Address: _____ Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview: Result of Contact: _____ _____

Company: _____ Address: _____ Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview: Result of Contact: _____
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PARTICIPANT'S SIGNATURE _____ DATE _____